Experiential Credit Request

There is a fee of $100 per credit hour of experiential credit granted.

Experiential Credit may be given to students who have had the experiences in work or life that qualify for course credit through documentation of learning gained outside of the traditional classroom. Sponsoring departments and supervising faculty are expected to understand and comply with UT Southern policies and requirements for the approval of Experiential Credit (see catalog).

• Student is provided with description of Experiential Credit.
• Student and Advisor meet to discuss the requirements for Experiential Credit and identify class(es) for which credit may apply.
• Student is responsible for documenting the request, upon direction of faculty member.
• Experiential Credit Request Form should be filled out by student and advisor.
• Documentation is completed and submitted for the credit requested.
• Completed Experiential Credit Request Form is submitted to the Provost for approval; faculty members should keep documentation as it may be requested by an accrediting agency.

Please Type or Print.

Student Name: ____________________________________________ ID: ____________________

Last name  First Name  Middle Name

Major: ______________________________________________________

Catalog Year: ______________   Expected Graduation Date: ______________________

Course Number and Title: _______________________________________

Experiential Credit Checklist (attach documentation as appropriate):

☐ Interview with student (required)   ☐ Certifications
☐ Challenge Exam                   ☐ National Exam Program
☐ Portfolio                        ☐ Performance Assessment
☐ Other (as indicated by faculty in the field): __________________________

Required Signatures:

Student: ____________________________________________ Date: ____________________

   Student

Recommended: ____________________________________________ Date: ____________________

   Advisor

Approved: ____________________________________________ Date: ____________________

   Program Coordinator in Major area

Approved: ____________________________________________ Date: ____________________

   Program Coordinator in Experiential Credit area (if different from Major)

Approved: ____________________________________________ Date: ____________________

   Division Chair in Major Area

Approved: ____________________________________________ Date: ____________________

   Provost

Completed: ____________________________________________ Date: ____________________

   Registrar’s Office

Updated 7/2021